

MARSHALL STANDARDIZED GUIDELINES FOR ESTABLISHING “POSITION” COMPETENCIES

To be used as supplement to Agency Tier Level Proficiency Guidelines

<p><u>Guidelines for competencies per position:</u></p>	<ul style="list-style-type: none"> ➤ Position competencies should correspond to <u>current</u> position and responsibilities. ➤ Primary Competency: For every job position, one of the required competencies will be designated as a “primary” competency. It should be the one that best describes, or represents, the knowledge that is most utilized in the position. ➤ Any additional competencies identified for a job position must be marked as required and are considered of equal value. ➤ A secondary competency would be, for example, a specific competency (skill) that would be required to accomplish the tasks associated with the primary competency (see Technical Management example below). 	<p><i>Only denote a competency as “required” if the skill is necessary to fill the position. Do not assign competencies based on the skills of the individual currently holding the position</i></p>
<p>Rules for identifying required competencies for specific position types:</p>		
<p>Senior Executive Service and Supervisors</p>	<p>Executive Management (EXECMMT) [170] All <u>Senior Executive Service (SES)</u> will automatically be assigned Executive Management as a primary competency. The supervisors of the SES should identify any other additional competencies that directly relate to the knowledge needed for the functional responsibilities of the position.</p> <p>Technical Work & Team Management (TECWORKMMT) [171] <i>Only</i> individuals currently in a <u>technical</u> supervisory position will have this as their competency. <i>Note Team Leaders are <u>not</u> supervisors and should not be assigned this position.</i> Individuals with this competency must also have the following required competencies: Technical Management Employee and Team Leadership Work Performance Leadership</p> <p>Business Work & Team Management (BUSWORKMMT) [172] <i>Only</i> individuals currently in a <u>business</u> supervisory position will have this as their competency. Individuals with this competency must also have the following required competencies: Any Business Management related competency Employee and Team Leadership Work Performance Leadership</p> <p>Project Work & Team Management (PROWORKMMT) [173]</p>	<p>All Senior Executive Service and Supervisors will be automatically assigned one of the following competencies based on their supervisory code and NASA Class Code (NCC) coded in the Federal Payroll/Personnel System (FPPS): (See Workforce Competency Dictionary for details)</p> <p>Individuals holding <i>supervisory</i> positions in a Business Office that have retained their AST status by virtue of their NCC and Position Title (AST, Technical Resources Management, for example) will be assigned Technical Work & Team Management with the required competencies, as well as Business Management (113) as a required competency.</p>

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	<p><i>Only</i> individuals currently in a supervisors position that are at the same time <u>Program Managers</u> will have this as their competency.</p> <p>Individuals with this competency must also have the following required competencies:</p> <p>Project Management Employee and Team Leadership Work Performance Leadership</p>	
	<p>Program/Project Analysis (PROJANALYS) [147] Knowledge, capabilities and practices associated with formulating, planning, implementing, tracking and evaluating work and its associated requirements and risks, ranging from one-time projects to program-level work.</p> <p>Technical Management (TECHMMT) [153] <i>Only</i> individuals’ assigned <i>technical</i> positions within a program/project, but that are not in a position that is defined either by the Program Management Tier 1, or System Engineering Tier 1.</p> <p>Business Management (BUSMMT) [113] <i>Only</i> those positions assigned as part of a business unit, such as a business office within a Program/Project Office, Directorate or Office will use as the primary competency with a budget or financial secondary competency.</p> <p>Configuration Management (CONFIGMMT) [154] <u>All individuals in configuration management positions</u> will have as this as their primary competency.</p> <p>Professional Administrative Operations (PROFADMOPS) [115] <u>All Administrative Officer and Executive Support Assistant (ESA)</u> positions will have as this as their primary competency.</p> <p>Para-Professional Business Operations (PARABUSOPS) [165] <u>All Secretary, Clerk and Management Support Assistant (MSA)</u> positions will have this as their primary competency.</p>	<p>This competency is used for Program/Management Analysts positions (GS-343 & possibly GS-301).</p> <p>Other competencies may be added as secondary. (Example: Financial Management, Budgeting Management, etc.)</p>
<p>Program/Project Management and System Engineering competencies <i>must</i> have a Tier Level assigned based on the following guidance.</p>	<p>Program/Project Management (PROJPROGMT) [122]. Reserved for <i>only those individuals in positions</i> involved in the management of an on-going activity that is recognized by the Center as a program/project or activity as</p>	<p>Certification may be required by either center or line management. Tier assignments are based on the position requirements of the job as follows: Tier 1: Performs PM functions in support of a program/project/activity</p>

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	<p>defined below: <u>Program</u>: Activities within a mission that have defined goals, objectives, requirements, phased funding levels, and consist of one or more projects. <u>Project</u>: Significant activities designated by a program and characterized as having defined goals, objectives, requirements, life-cycle costs, a beginning, and an end. <u>Activity</u>: Significant activities designated by a project and characterized as having defined goals, objectives, requirements, life-cycle costs, a beginning and an end.</p>	<p>Project Manager Tier 2: Certified PM for project/program/activity requiring Level II certification Tier 3: Certified PM for project/program/activity requiring Level III certification Tier 4: Certified PM for project/program/activity requiring Level IV certification</p>
	<p>System Engineering (SYSTEMSENG) [7] Reserved for <i>only</i> those individuals currently holding positions performing Systems Engineering functions in support of a project, program or activity.</p>	<p>Tier assignments are based on the position requirements of the job as follows: Tier 1: Performs SE functions in support of a program/project LSE. Tier 2: Certified LSE for project/program/activity requiring Level II certification Tier 3: Certified LSE for project/program/activity requiring Level III certification Tier 4: Certified LSE for project/program/activity requiring Level IV certification</p>